



Wes Moore | Governor

Aruna Miller | Lt. Governor

Carmel Roques | Secretary

## MEMORANDUM

**To:** Continuing Care Executive Directors/Administrators

**From:** Isabella Shycoff, Division Director, Housing Services

**Date:** August 10, 2023

**Subject:** Procedures for Annual Renewal Applications for FYE 6-30 Communities

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Every continuing care provider must annually to file an application for a Renewal Certificate of Registration, pursuant to Human Services Article § 10-413, Maryland Annotated Code, and COMAR 32.02.01.13. This year we are moving to **electronic only** application submissions, and fee payments via USPS, UPS, or FedEx. These are both due to the Maryland Department of Aging (“Department”) within 120 days after the close of your community’s fiscal year end, June 30, 2023.

Your application for a Renewal Certificate of Registration and accompanying fee are due on or before **Tuesday, October 31, 2023**.

Extensions to file an application pursuant to COMAR 32.02.01.13F will be subject to the payment of **late fees** of \$10/registered unit, in addition to the renewal fee of \$25/registered unit, and will be approved only in extreme circumstances with sufficient cause shown.

Please carefully review this memorandum and enclosed application for the Renewal Certificate of Registration.

### **Application and Fees:**

- **Email your *notarized* renewal application and accompanying attachments in PDF format (Excel for financials) to [ccrchousingservices.mdoa@maryland.gov](mailto:ccrchousingservices.mdoa@maryland.gov) by the close of business on **October 31, 2023**. PLEASE NOTE THAT THE RENEWAL APPLICATION FORM HAS CHANGED. Please use the new form included in this email. Do not use the old form. The new form is also available on the [Department’s continuing care website](#).**
- **Mail in the renewal fee via USPS, UPS, or FedEx, so that it is received by the close of business on **October 31, 2023**.** Send payment to the attention of Isabella Shycoff, Division Director, Housing Services, Maryland Department of Aging, 301 West Preston Street, Suite 1007, Baltimore, MD 21201.

- The renewal fee is **\$25/registered unit**. Units include all independent living units, assisted living beds, and comprehensive care beds that are registered with the Department. Note that providers must notify the Department of any minor changes in unit counts due to combinations or other modifications.

### **Special Reminders:**

- **Assisted Living and Comprehensive Care.** Include in your renewal application the most recent licenses and/or certificate of need documentation regarding comprehensive care and assisted living beds. See items 5 and 6 of the renewal application for additional information.
- **Actuarial Study.** COMAR 32.02.01.13D–E require a provider to submit an actuarial study every three years unless an exception applies. Please email [ccrhousingervices.mdoa@maryland.gov](mailto:ccrhousingervices.mdoa@maryland.gov) if you have questions about whether an actuarial study is due this cycle.

### **Financials:**

- **New Operating Reserve Requirement.** Effective January 1, 2023, Human Services Article § 10-420(b)(1)(ii) requires satisfaction of a 25% operating reserve. See the information described under Exhibit G in the renewal application.
- **Basis for Financial Ratios.** Note that Exhibit G(5) of the renewal application requires that you include the formula calculations of certain financial ratios and an explanation if any of the ratios are below the median.
- **Debt Covenant and Bond Rating Changes.** In the event of a debtor covenant violation and/or downgrading of a bond rating during the fiscal year ending June 30, 2023, the Department requires the submission of a statement related to such violation(s), including a summary of such violation(s), any waiver given, any measures taken to address or correct the violation(s), and the current status.

The Department is providing you with this information now in order to give you sufficient time to prepare, well in advance of the **application submission deadline, which is Tuesday, October 31, 2023.**

We appreciate your cooperation and assistance in this matter. Please feel free to contact Izzy Shycoff at [isabella.shycoff@maryland.gov](mailto:isabella.shycoff@maryland.gov) if you have any questions or need additional information.